



DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO

COMTRAWINGFIVEINST 1500.42D
Code N5
24 Jan 13

COMTRAWING FIVE INSTRUCTION 1500.42D

From: Commander, Training Air Wing FIVE

Subj: PRIMARY/INTERMEDIATE STUDENT CHECK-OUT PROCESSING

Ref: (a) CNATRAINST 1500.4G
(b) MOU of Support between CNATRA and Chief, Resource Management (FC-513) Office of Performance, Training & Education Branch, United States Coast Guard dated 20 Oct 09
(c) COMTRAWINGFIVEINST 1650.6K
(d) BUPERSINST 1610.10

Encl: (1) Input Sheet for Student Fitness Report Revised 07 Nov 11

1. Purpose. To establish procedures to transfer student aviators between training activities and to clarify the administrative processing of primary and intermediate completers.

2. Background. The administration of student aviators is a complex process and although this directive does not cover every contingency, its contents provide basic guidelines to standardize student control processes across the squadrons. These guidelines, along with personal initiative, shall enable squadron Student Control personnel to solve problems as they arise. Effective communication between the squadron and Commander, Training Air Wing Five (CTW-5) Student Control is essential.

3. Cancellation. COMTRAWINGFIVEINST 1500.42C.

4. Action. All Navy and Marine Corps students will be assigned class convene dates for follow-on training as delineated in the Chief of Naval Air Training (CNATRA) letter for Primary Selection. Class convene dates are based on student load plans at each wing/command and demand strict adherence. In the event of training delays or requests to change class convene dates, immediately contact CTW-5 Student Control, who will in turn coordinate receiving command and/or CNATRA approval. All Navy students transferring to another command will have their detach date

and other information forwarded to BUPERS in order to obtain timely travel orders.

a. Rotary Selectees. Students will report to CTW-5 Student Control the day following selection. Navy students shall bring a copy of their last FITREP and Input Sheet (see enclosure (1)) to TW-5 STUCON. Any leave or TAD requests after selection should be coordinated with CTW-5 Student Control.

b. Maritime Selectees and Intermediate Tilt Rotor Completers. Students will remain at their primary (VT) or advanced (HT) squadron until they detach, at which time they will transfer to CTW-4 at Corpus Christi, TX, for advanced maritime training or advanced Tilt Rotor training. The shipment of household goods shall be arranged well in advance of the detach date. Marine students shall report to Marine Aviation Training Support Group (MATSG), NAS WHITING Detachment to make arrangements for detachment and household goods move. Navy students shall bring a copy of their last FITREP and Transfer Data Memorandum to CTW-5 Student Control for endorsement, and make arrangements for their household goods move with the Personal Property Office.

c. Strike Selectees. Students will remain at their primary squadron until they detach, at which time they will transfer to CTW-1 at Meridian, MS, or CTW-2 at Kingsville, TX and then attend Centrifuge-Based Flight Environment Trainer (CFET) and then return to CTW-1 or CTW-2.

(1) Strike selects shall report to CTW-5 Student Control for preliminary admin checkout no later than 1400 the Friday following selection. Students are not to be checked out of the squadron at this time. Marine students shall report to MATSG NAS WHITING DET to make arrangements for detachment and household goods move. Navy students shall bring a copy of their last FITREP and Input Sheet (see enclosure (1)) to CTW-5 STUCON.

(2) CFET training will be conducted IAW reference (a) Chapter 2. For USN students the primary squadron STUCON shall confirm reservations for CFET training and inform CTW-5 Student Control of all dates involved for I Stop 1 and I Stop 2, including final detach date. Dates for SNAs to attend CFET are annotated on the selection message. MATSG NAS WHITING DET will make travel arrangements for Marine SNAs.

(a) Coast Guard Students. Students will be processed according to reference (b).

(c) International Students. Students will be processed according to reference (a), Chapter 5.

5. Recognition. CTW-5 places great emphasis on recognizing outstanding performance. The goal is to recognize the top ten percent of students completing primary flight training for selection to the Commodore's List and the top five percent to the Commodore's List with Distinction. Current awarding criteria is specified in reference (c) for the Commodore's List and for Commodore's List with Distinction. The Commodore's List award ceremony for primary students is held the Friday following selection. Squadrons should be prepared to finalize detachment of students, if required, immediately following the ceremony.

6. Training Integration Management System (TIMS). Upon completion of the last syllabus event, each squadron is required to make appropriate entries into TIMS and when student selects or wings, entering the end date of phase grad event only when student detaches. After the end date is entered in TIMS, Corporate Enterprise Training Activity Resource Systems (CeTARS) analyst will enter the detach date in Navy Student Tracker/CeTARS and forward names and dates of students detaching to CTW-5 Student Control to move students to TW-5 archive or preload in TIMS. The list will also be sent to TW-5 IAO to disable NMCI accounts.

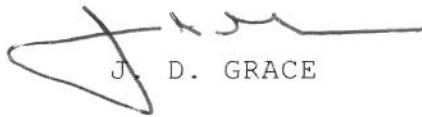
7. Naval Operational Medicine Institute (NOMI) Completion Surveys. Squadron ensures NOMI Completion Survey is completed by student prior to check out.

8. Aviation Training Jackets (ATJs). ATJs are to be maintained per reference (a), Chapter 3. Upon completion of last syllabus training event, the ATJ will be closed out and forwarded to CTW-5 for further transfer to the next training activity. Every effort to ensure ATJs are properly maintained is required. Any discrepancies found in the ATJ by CTW-5 Student Control will be immediately returned for correction. CTW-5 is required to transfer ATJs to the gaining training activity within five working days from completion. This should not be confused with the requirement for Non-Grad SNA ATJs to be transferred to CNATRA within 30 calendar days of Non-Grad. Coast Guard ATJs will be handled IAW reference (b).

9. Fitness Reports (FITREPs). FITREPs are required for Navy students per reference (d), Chapter 10. Squadrons are responsible for completing periodic reports on all Marine and Coast Guard students. CTW-5 Student Control will complete transfer FITREPs on all Navy students. Navy student reporting periods are normally 12 months, but may be extended to a maximum of 15 months per reference (d), Annex

extended to a maximum of 15 months per reference (d), Annex D. Navy students will complete and submit enclosure (1) to CTW-5 Student Control, so they may receive a detaching FITREP upon completion of primary and/or advanced training at CTW-5. Periodic FITREPs will be required for Navy students that are excessively delayed in training such that they do not receive a detaching FITREP within the 15-month window. Additionally, Navy students who are frocked/promoted to the next pay grade are not required to receive special FITREPs while in a training program.

10. Point of contact: CTW-5 Student Control Officer, (850) 623-7060/7061.



J. D. GRACE

Distribution:
COMTRAWINGFIVEINST 5216.1S
List II (a-c, e, i, l-s)

Please fill out and return this form to CTW-5 Student Control
no later than 1400 the Friday after selection

Student's name (Last, First, MI): _____

Rank: _____ **Squadron:** _____ **SSN (Full):** _____

Detach Date: _____ (Must match the date physically leaving NASWF)

PRT CODES: (IAW NAVADMIN 193/10) **# OF PRTs since last FITREP -** _____
 (ENTER CODE FROM BELOW IN APPROPRIATE SPACES FOR EITHER 1st PRT or 2nd PRT for calendar year)

PRIMARY - _____ 11/1 _____ 11/2 _____ 12/1 _____ 12/2 _____ 13/1 _____ 13/2

ADVANCED - _____ 11/1 _____ 11/2 _____ 12/1 _____ 12/2 _____ 13/1 _____ 13/2

P - PASSED BOTH PHYSICAL READINESS TEST(PRT) AND BODY COMPOSITION ASSESSMENT (BCA)

F - OVERALL PFA FAILURE (FAILED BCA OR PRT)

M - MEDICALLY WAIVED FROM ENTIRE PFA (BCA AND PRT)

W - PASSED BCA BUT MEDICALLY WAIVED FORM 1 OR MORE PRT EVENT(S)

B - PASSED THE BCA BUT WAS AUTHORIZED NON-PARTICIPATION IN THE PART FOR OTHER THAN
 MEDICAL WAIVER REASONS.

N - NO PFA CONDUCTED DURING REPORTING PERIOD.

Date Reported To TW-5: _____ (Before Squadron Training)

Ending date of last FITREP: _____ (Bring a copy of your last FITREP)

Transferring To: _____
 (Include: Wing/Rag Squadron/City/State)

Phone number where you can be reached: _____

Please circle the phases or Course Training and Watches attended here At NASWF:

Primary

Advanced

WATCHES: SDO/AFDO/Wheels Watch/Phone Watch/Duty Driver

Others: _____

Community Service: (examples: Starbase-Atlantis, Hobbs Middle School, Berryhill Elementary School.)

Special Achievements: (Commodore's List/Academic Achievement Award For Primary/Advanced Training.)

Revised: 10 DEC 12

Enclosure (1)